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# I Want to Make a *Payroll Tax Deposit* (DE 88) Payment

## Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to file a *Payroll Tax Deposit* (DE 88) in e-Services for Business. We will begin at the e-Services for Business home page.

EDD e-Services for Business

Secure | https://eddservices.edd.ca.gov

**CA.gov** State of California  
Employment Development Department

Home e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Menu e-Services for Business Settings Log Out

Home Main

**L** **L** **I** **Show All**

**L** Jane Doe  
doe@xxxx.com  
+1 9165551212  
Last logged on 05-Mar-2018  
Balance: \$0.00

**A** There are no alerts

**I** Register a New Account (DE 1)  
Add Access to Another Account  
Upload a Bulk Payment File  
Upload a Bulk Return File  
Make Multiple Payments  
Manage Payment Sources

Accounts Submissions Correspondence Names and Addresses Logons

**A** Select "Employment Tax" Card View Filter

Account	Account ID	Name	Balance
Employment Tax	xxx-xxxx-x	SMALL BUSINESS	\$0.00

javascript;

## Slide notes

This is the e-Services for Business home page. Select the "Employment Tax" link for the account for which you would like to file a *Payroll Tax Deposit* (DE 88).

EDD e-Services for Business

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e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Main Settings Log Out

Main > Account: XXX-XXXX-X

Account Last Updated: 05-Mar-2018 11:24:50

**Account**

SMALL BUSINESS  
XXXX-XXXXXX

Employment Tax  
XXX-XXXX-X

Balance: \$0.00

**Account Alerts**

There are no alerts

**I Want To** [Show All](#)

[Make a Payment](#)

[File or Adjust a Return or Wage Report](#)

[View My Payments](#)

[Update Account Information](#)

[Close Account](#)

[Get My UI Rate](#)

Recent Periods Submissions Correspondence Names and Addresses Logons

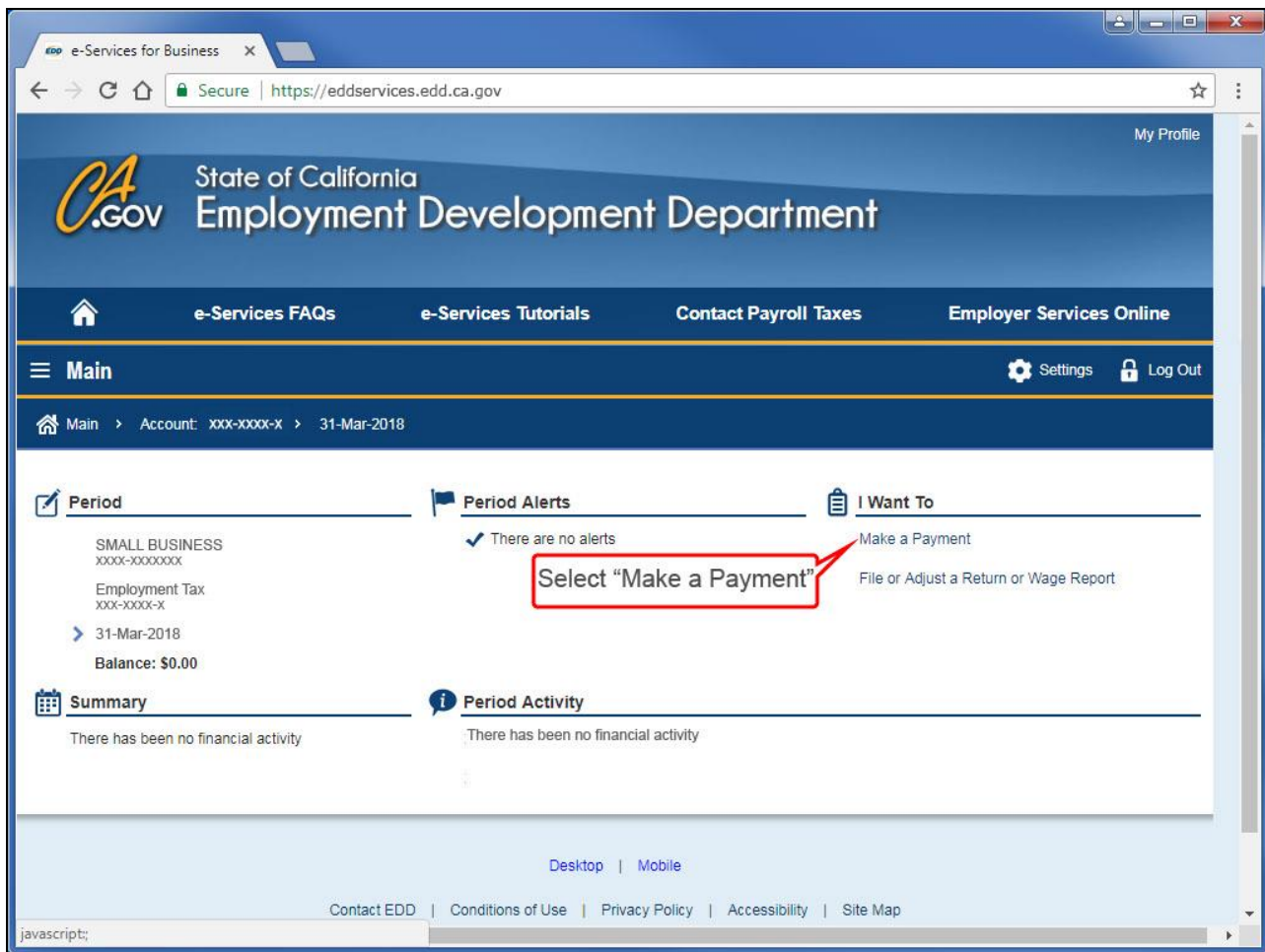
**Recent Periods** [Show All](#) [Filter](#)

Period	Amount	Return Status	Message
31-Mar-2018	\$0.00	Multiple Returns	<a href="#">File Return</a>
31-Dec-2017	\$0.00	Multiple Returns	
30-Sep-2017	\$0.00	Multiple Returns	

javascript;

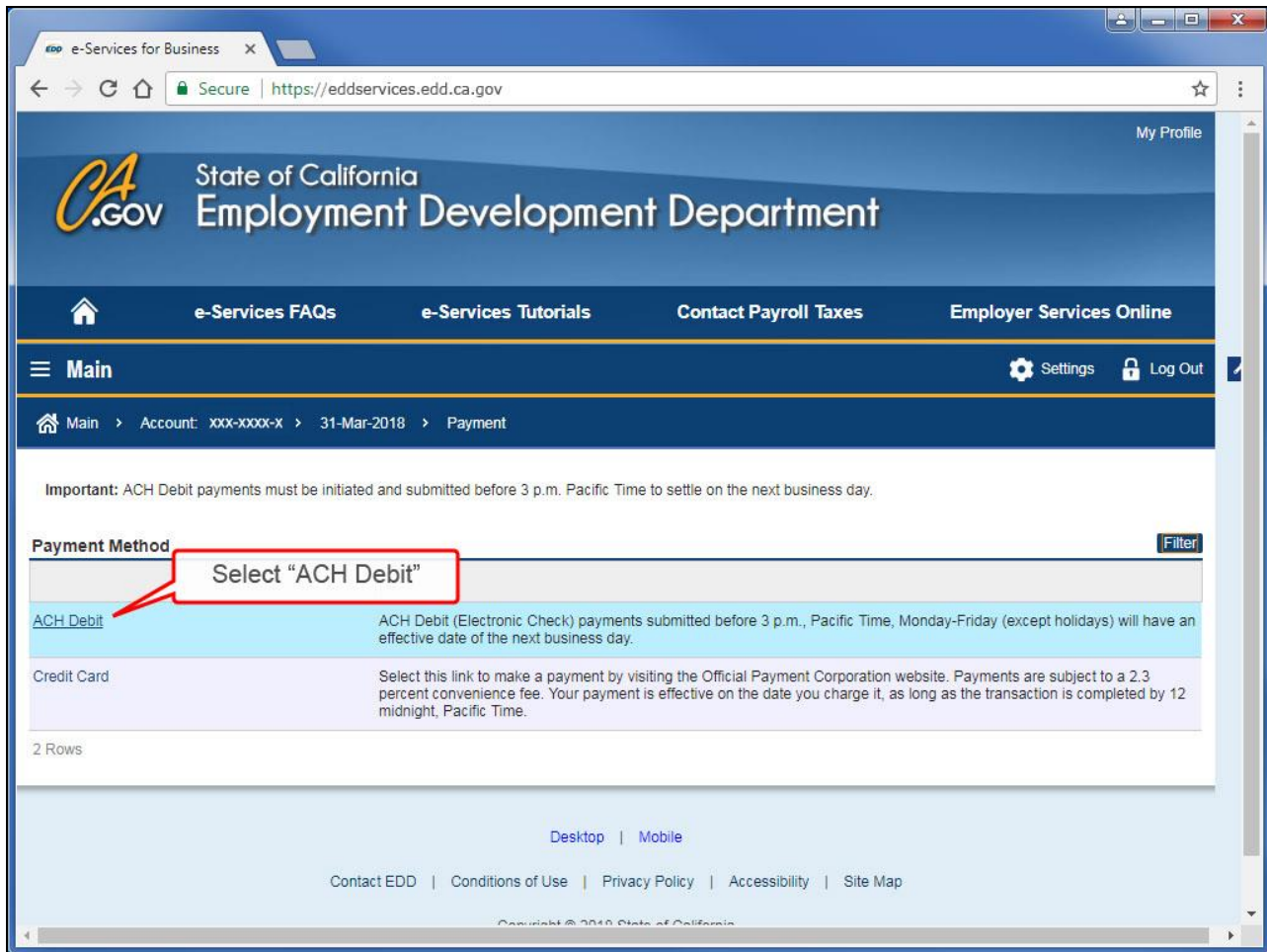
## Slide notes

This is the “Account” home page. Select the period for which you want to make a DE 88 payroll tax deposit. For this example, we will choose to file a deposit for the period of “31-Mar-2018.”



## Slide notes

This page displays a breakdown of alerts and activity for the period 31-Mar-2018. Select the “Make a Payment” link from the “I Want To” menu.



## Slide notes

Select a payment method. The choices are "ACH Debit" or "Credit Card." For this example, we select "ACH Debit."

EDD e-Services for Business

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Main > Account: XXX-XXXX-X > 31-Mar-2018 > Payment > DE88 Payment

## Make a DE88 Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

**Important:** ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

Selecting a payment source other than the current default will update the account as the new default payment source.

**Period**

SMALL BUSINESS  
XXXX-XXXXXXX

Employment Tax  
XXX-XXXX-X

31-Mar-2018

**Payment Source**

Bank Account Type  
Required

Routing Number  
Required

Account Number  
Required

Confirm Account Number  
Required

Save as the default payment source for this account?

Yes No

**Payment**

Bank Debit Date  
06-Mar-2018

Amount  
Required

Confirm Amount  
Required

### Slide notes

If you don't already have a stored payment source, enter your banking information here. You have the option to save this payment source for this account by selecting the "Yes" tab under the statement, "Save as the default payment source for this account?"

The screenshot shows the EDD e-Services for Business web portal. The browser address bar displays "Secure | https://eddservices.edd.ca.gov". The page is divided into three main sections: Period, Payment Source, and Payment.

**Period Section:**

- SMALL BUSINESS  
XXXX-XXXXXXX
- Employment Tax  
XXX-XXXX-X
- > 31-Mar-2018

**Payment Source Section:**

- Name: CREDIT UNION - \*2345
- Bank Account Type: Checking (dropdown menu)
- Routing Number: 123456789
- Bank Name: CREDIT UNION
- Account Number: 12345
- Confirm Account Number: 12345
- Save as the default payment source for this account?
- Use default name
- Name: CREDIT UNION - \*2345

**Payment Section:**

- Bank Debit Date: 09-Mar-2018 (highlighted with a red box)
- Amount: Required
- Confirm Amount: Required

### Slide notes

You have the option to change the default name by selecting the "No" tab under the statement, "Use default name".

The "Bank Debit Date" is prepopulated, but can be changed up to 90 days in the future.

EDD e-Services for Business X

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**Period**

SMALL BUSINESS  
XXXX-XXXXXXX

Employment Tax  
XXX-XXXX-X

> 31-Mar-2018

**Payment Source**

Name  
CREDIT UNION - \*2345

Bank Account Type  
Checking

Routing Number  
123456789

Bank Name  
CREDIT UNION

Account Number  
12345

Confirm Account Number  
12345

Save as the default payment source for this account?

Use default name

Name  
CREDIT UNION - \*2345

**Payment**

Bank Debit Date  
09-Mar-2018

Amount  
100.00

Confirm Amount  
100.00

### Slide notes

Enter the payment amount, then confirm the amount.



e-Services for Business X

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Save as the default payment source for this account?

Use default name

Name

CREDIT UNION - \*2345

**Schedule and Pay Date**

Deposit Schedule

Required

Required

Monthly

Next-Day

Quarterly

Semiweekly

The date selected must be between 01-Jan-2018 and 31-Mar-2018.

**Payment Amounts**

Unemployment Insurance 0.00

Employment Training Tax 0.00

State Disability Insurance 0.00

Personal Income Tax 0.00

**Penalty and Interest**

Penalty 0.00

Interest 0.00

Payment Total 0.00

The "Payment Total" does not match the confirmed amount in the payment panel above.

Submit Cancel

## Slide notes

Select the "Deposit Schedule." For this example, we select "Quarterly."

e-Services for Business X

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Save as the default payment source for this account?

Use default name

Name

CREDIT UNION - \*2345

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 **Schedule and Pay Date**


Deposit Schedule

Quarterly ▼

**Pay Date**

Required

The date selected must be between 01-Jan-2018 and 31-Mar-2018.

 **Payment Amounts**

Unemployment Insurance

0.00

Employment Training Tax


0.00

State Disability Insurance

0.00

Personal Income Tax

0.00

 **Penalty and Interest**

Penalty


0.00

Interest

0.00

**Payment Total**

0.00

 The "Payment Total" does not match the confirmed amount in the payment panel above.

## Slide notes

Select the correct "Pay Date."

e-**Services** for Business X

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Save as the default payment source for this account?

Use default name

Name

CREDIT UNION - \*2345

**Schedule and Pay Date**

Deposit Schedule  
Quarterly

Pay Date  
31-Mar-2018

**Payment Amounts**

Unemployment Insurance	100.00
Employment Training Tax	0.00
State Disability Insurance	0.00
Personal Income Tax	0.00

**Penalty and Interest**

Penalty	0.00
Interest	0.00

**Payment Total**

100.00

Submit Cancel

Desktop | Mobile

### Slide notes

Verify that the “Payment Amounts” total matches the “Payment Total.”

e-Services for Business X

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Save as the default payment source for this account?

Use default name

Name

CREDIT UNION - \*2345

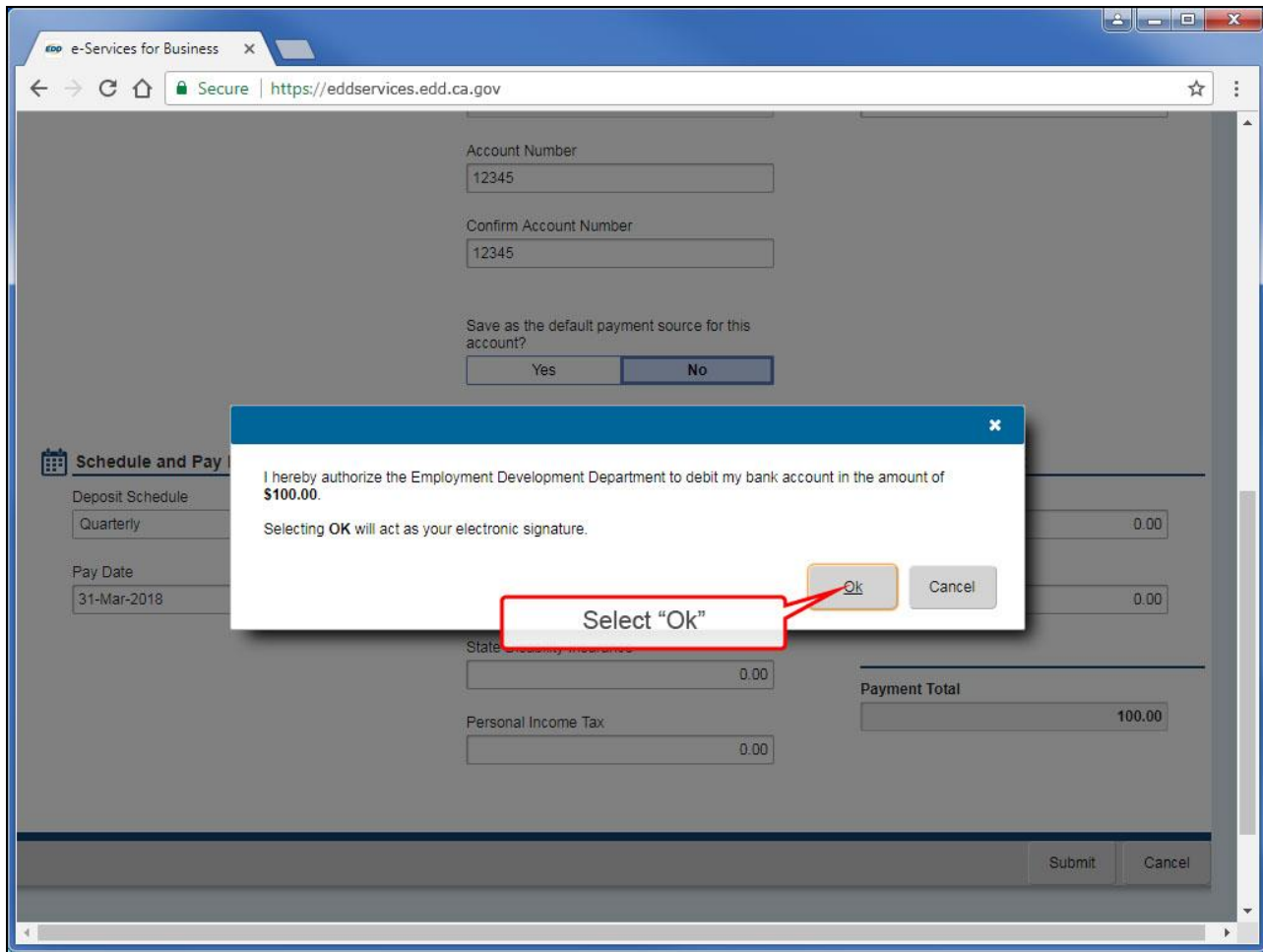
Schedule and Pay Date	Payment Amounts	Penalty and Interest
Deposit Schedule Quarterly	Unemployment Insurance 100.00	Penalty 0.00
Pay Date 31-Mar-2018	Employment Training Tax 0.00	Interest 0.00
	State Disability Insurance 0.00	
	Personal Income Tax 0.00	
		Payment Total 100.00

Select "Submit"

Desktop | Mobile

### Slide notes

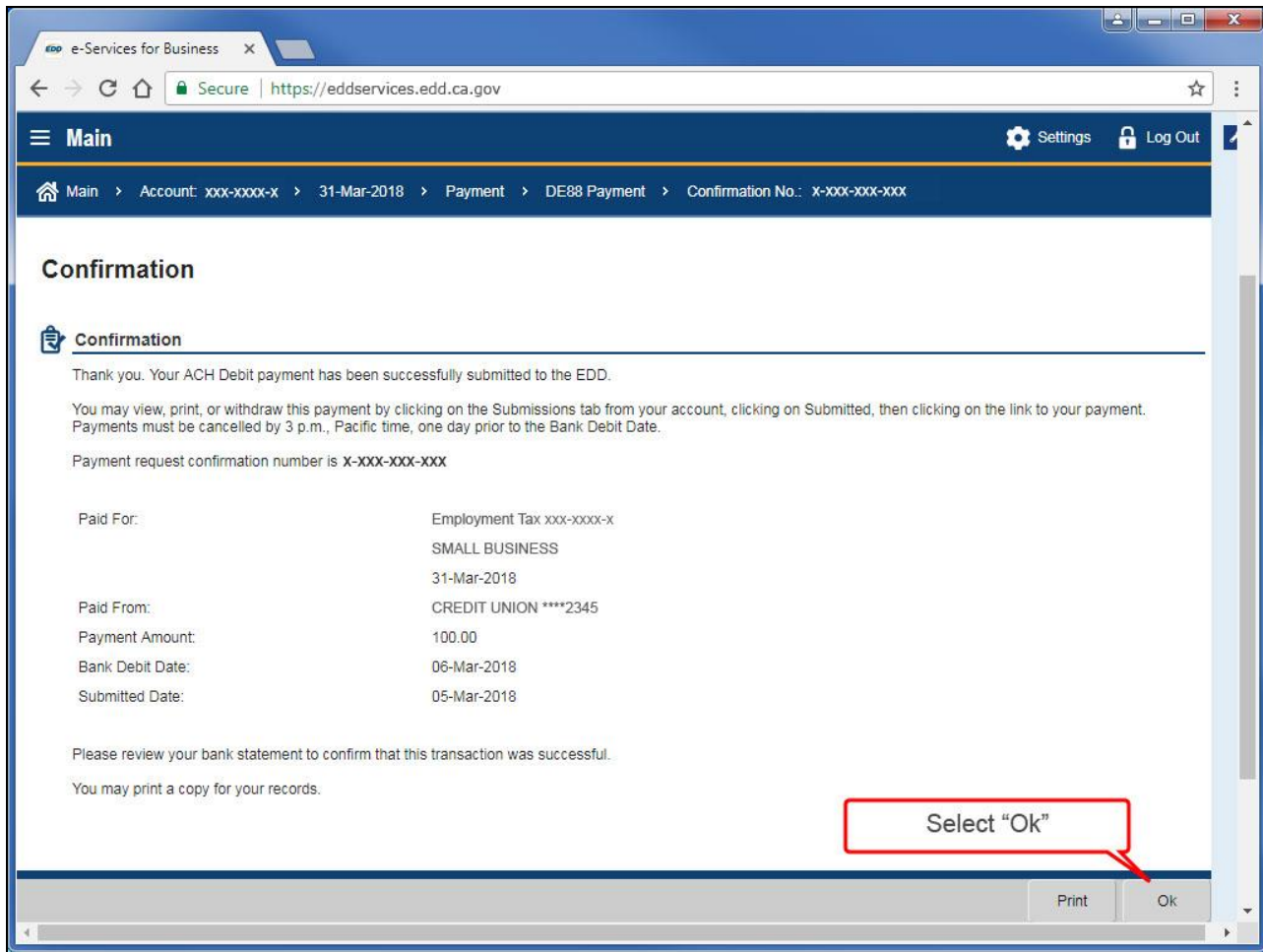
Select "Submit" when you have entered all of the information.



### Slide notes

This is your approval and authorization for the Employment Development Department to debit your bank account for the amount of the payment total you chose.

For this example the authorized payment amount is \$100. Selecting "Ok" will act as your electronic signature.



### Slide notes

This is the confirmation page telling you that your payment has been submitted. Select "Ok" to return to the "Account" home page.

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Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to file a *Payroll Tax Deposit* (DE 88).

Be sure to view our other tutorials demonstrating how to file a tax return and wage report, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.